



VOCATIONAL INSTRUCTOR
(COMPUTER AND RELATED TECHNOLOGIES)
(CORRECTIONAL FACILITY)
Final Filing Date: CONTINUOUS

OPEN

AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER - Equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age or sexual orientation.

EXAMINATION BASE DEPARTMENTAL FOR:
DEPARTMENT OF CORRECTIONS AND REHABILITATION

WHO SHOULD APPLY Applicants who meet the minimum qualifications as stated below and who have not previously tested with the Department of Corrections and Rehabilitation (CDCR) during this testing period. CDCR testing periods for this examination are: **January through June and July through December**. Applications will not be accepted on a promotional basis.

HOW TO APPLY Submit Examination Application (Std. Form 678)

By mail with: or In person with:

Department of Corrections and Rehabilitation
Office of Selection Services
P.O. Box 942883
Sacramento, CA 94283-0001
(916) 322-2545

Department of Corrections and Rehabilitation
Office of Selection Services
1515 "S" Street, Room 522-N
Sacramento, CA 95811-7243
(916) 322-2545

If you are personally delivering your application, you must do so between the hours of 8:00 a.m. and 5:00 p.m., Monday through Friday, to the same street address as listed above for the Office of Selection Services.

APPLICATION DEADLINE/ REQUIREMENTS Applications will be accepted on a continuous basis. All applicants must meet the education and/or experience requirements for this examination at the time he or she files his or her application.

NOTE: Only applications with an original signature will be accepted.

NOTE: All applicants must indicate the location(s) in which they are willing to work on the attached location preference sheet, and return it with the Examination Application (Std Form 678.)

TEST DATE To learn more about examination date(s), contact the testing office indicated above.

SALARY RANGE(S) As of: August 1, 2007

\$4,344.82 – \$9,101.22

MINIMUM QUALIFICATIONS

Experience: Five years of journey person work experience in Computer and Related Technologies. At least one year of the required work experience must be within the three years immediately preceding the issuance of the preliminary credential. (48 semester units of postsecondary vocational training, related to Computer and Related Technologies on the credential and verified by official transcript, may be substituted for a maximum of two of the five years of experience.) (Persons applying under this pattern may also use accumulated part-time work to meet the five-year requirement.) (Possession of a valid California Teaching Credential which authorizes the holder to teach on a full-time basis a vocational course in Computer and Related Technologies may be substituted for the required experience.); and

Education: Graduation from high school or its equivalent; and

License/Credential: Possession of a valid California Teaching Credential which authorizes the holder to teach on a full-time basis a vocational course in Computer and Related Technologies. (Applicants who do not possess this credential may take the examination but **must have on file with the Commission on Teacher Credentialing an application for the Computer and Related Technologies credential before appointment** and must secure the credential within 120 working days after appointment. After issuance, the credential must be maintained by completion of any examinations and course work required.)

Special Requirements: Must be willing to continue their educational development; work in a State correctional facility; participate in group-oriented treatment programs; maintain an empathetic and objective understanding of inmates, wards, residents, and patients; maintain high standards of morals and speech; tact; patience; and emotional stability.

Special Physical Characteristics: Must be reasonably expected to have and maintain sufficient strength, agility, and endurance to perform during stressful (physical, mental, and emotional) situations encountered on the job without compromising their health and well-being or that of their fellow employees or that of inmates/wards.

MINIMUM QUALIFICATIONS (CONTINUED)	<p>Assignments during tour of duty may include sole responsibility for the supervision of inmates/wards and/or the protection of personal and real property.</p> <p>Qualifying experience may be combined on a proportionate basis if the requirements stated above include more than one pattern and are distinguished as "Either I", "Or II", "Or III", etc. For example, candidates who possess qualifying experience amounting to 50% of the required time of Pattern I, and additional experience amounting to 50% of the required time of Pattern II, may be admitted to an examination as meeting 100% of the overall experience requirement.</p> <p>Applicants must show their Teacher Credential number, title, and expiration date on their Examination Application (Std. Form 678.)</p> <p>NOTE: High School Equivalence: Equivalence to completion of the 12th grade may be demonstrated in any one of the following ways: 1) passing the General Educational Development (GED) test; 2) completion of 12 semester units of college-level work; 3) certification from the State Department of Education, a local school board, or high school authorities that the candidate is considered to have education equivalent to graduation from high school; or 4) for clerical and accounting classes, substitution of business college work in place of high school on a year-for-year basis.</p>
EXAMINATION PLAN	<p>This examination will consist of a Qualifications Appraisal Interview only. The interview will include a number of predetermined job-related questions. In order to obtain a position on the eligible list, a minimum rating of 70.00% must be attained in the interview. CANDIDATES WHO DO NOT APPEAR FOR THE INTERVIEW WILL BE DISQUALIFIED. Qualifications Appraisal -- Weighted 100.00%</p> <p>Scope: Emphasis in the examination will be on measuring competitively, relative to job demands, each candidate's:</p> <p>A. Knowledge of:</p> <ol style="list-style-type: none">1. Methods, materials, tools, machines, equipment, and safety principles involved with Computer and Related Technologies <p>NOTE: In addition, competitors must <u>be willing to learn</u> principles, methods, practices, current developments and trends in vocational education.</p> <p>B. Ability to:</p> <ol style="list-style-type: none">1. Perform the duties of a journeyperson in the Computer and Related Technologies field2. Provide leadership and motivation to inmates/youthful offenders3. Teach and supervise inmates/youthful offenders4. Work effectively with other disciplines5. Read and use drawings and sketches6. Estimate and order supplies7. Analyze situations accurately and take effective action8. Maintain fair and firm discipline9. Keep records and prepare reports <p>If conditions warrant, this examination may consist solely of an evaluation of each candidate's experience and education compared to a standard developed from the class specification. For this reason, it is especially important that each candidate take special care to accurately complete their application. List all experience relevant to the "Minimum Qualifications" shown on this announcement. In order to obtain a position on the eligible list, a minimum rating of 70.00% must be attained.</p>
ELIGIBLE LIST INFORMATION	<p>A separate eligible list will be established to fill vacancies for the institutions on the attached list. Names of successful candidates are merged into the list(s) in order of final scores, regardless of date. Eligibility expires 12 months after establishment, unless the needs of the service and conditions of the list(s) warrant a change in this period.</p>
POSITION DESCRIPTION AND LOCATION(S)	<p>A Vocational Instructor (Computer and Related Technologies) (Correctional Facility) helps persons committed to State correctional facilities in the Department of Corrections and Rehabilitation (formerly the Department of Corrections or the Department of the Youth Authority) prepare to become productive and contributing members of society by training them in the trade and vocational skills necessary to gain employment and by helping them to develop socially acceptable attitudes and interests.</p> <p>The instructors gives both individual and group instruction and, in many instances, participate as members of an interdisciplinary treatment team; supervises the conduct of the students while in the classroom or shop and may be called upon to assume general custody responsibilities in time of emergency.</p> <p>The Department stipulates that the instructor play an important role in the total rehabilitation, education, treatment, training process, as well as in teaching the skills which will enable the individual student to seek occupational opportunities.</p> <p>Instructor's tasks include: planning, assigning and supervising work; maintaining control and discipline in the classroom or shop; controlling all materials and equipment which may be used as potential weapons; preparing courses of study and daily lesson plans; counseling students as to progress in the instructional program and working with them in helping them set and meet educational vocational rehabilitative needs and goals; participating in program evaluation; participating in Trade Advisory Committee meetings; preventing escapes and injury by students to themselves or others or to property; inspecting premises and searching students for contraband, such as weapons or illegal drugs; may be assigned as relief instructors, on a full-time basis, in specialties other than those for which they were hired; may work with treatment teams which combine the services of personnel in the custody, academic, vocational, psychiatric and casework areas; provides information of an educational nature which can help other members of the team to better determine each student's treatment needs; once a plan is developed, for providing through their classroom curriculum program, the types of experience</p>

POSITION DESCRIPTION AND LOCATION(S) (CONTINUED)	which is compatible with this plan; and does other related duties. Position(s) are located in institution(s) statewide with the Department of Corrections and Rehabilitation.
SPECIAL TESTING ARRANGEMENTS	If you have a disability and need special testing arrangements, mark the appropriate box on the "Examination Application." You will be contacted to make specific arrangements.
VETERANS POINTS	Veteran's Preference Points will be granted in this examination. Due to changes in the law, which were effective January 1, 1996, veterans who have achieved permanent civil service status are not eligible to receive Veteran's Preference Points.

GENERAL INFORMATION

It is the candidate's responsibility to contact the Office of Selection Services three weeks after submitting their application if he/she has not received his/her progress notice.

Applications are available at Department of Corrections and Rehabilitation offices, State Personnel Board offices and local offices of the Employment Development Department.

Veterans Preference: California law allows the granting of Veterans Preference Points in Open Entrance and Open, Nonpromotional Entrance examinations. Veterans Preference Points will be added to the final score of all competitors who are successful in these types of examinations and qualify for and have requested these points. Credit in **Open Entrance** examinations is granted as follows: 10 points for veterans, widows and widowers of veterans and spouses of 100% disabled veterans; and 15 points for disabled veterans. Credit in **Open, Nonpromotional** Entrance examinations is granted as follows: 5 points for veterans; and 10 points for disabled veterans. Directions to apply for Veteran's Preference Points are on the Veterans Preference Applications (Std. Form 1093) which is available from the State Personnel Board, P.O. Box 944201, Sacramento, CA 94244-2010 and the Department of Veterans Affairs, P.O. Box 942895, Sacramento, CA 94295-0001.

Career Credits: California law allows the granting of career credits in Open, Nonpromotional examinations. Career credits are three points added to the final qualifying score of each competitor who is a state employee with permanent civil service status or employees who have a mandatory right of reinstatement to such a position; or a full-time exempt employee with 12 months consecutive service; or individuals who have served one full year in or are a graduate of the California Conservation Corps (CCC) (eligibility expires 24 months after graduation from the CCC). Effective January 1, 1983, AB 3325 (1982) eliminated career credits for classes designated by DPA as managerial.

The Department of Corrections and Rehabilitation reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revisions will be in accordance with civil service laws and rules and all competitors will be notified.

Examination Locations: If this examination requires a written test and/or oral interview, they will be scheduled throughout the State at the correctional institutions and/or parole regions. However, locations of the written test and/or oral interview may be limited or extended as conditions warrant.

Eligible Lists: Eligible lists established by a competitive examination, regardless of date, must be used in the following order: 1) subdivisional promotional; 2) departmental promotional; 3) multidepartmental promotional; 4) servicewide promotional; 5) departmental open; 6) open. When there are two lists of the same kind, the older must be used first.

General Qualifications: Competitors must possess essential personal qualifications including integrity, initiative, dependability, good judgment, ability to work cooperatively with others, and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination and fingerprinting may be required. In open examinations, an investigation may be made of employment records and personal history.

IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE WORK PLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

ONLY INDIVIDUALS LAWFULLY AUTHORIZED TO WORK IN THE UNITED STATES WILL BE HIRED

FOR CURRENT CDCR TESTING INFORMATION CALL (916) 322-2545
California Relay Service for the Deaf or Hearing Impaired: 1-800-735-2929
www.cdcr.ca.gov

THIS CANCELS AND SUPERSEDES ALL PREVIOUSLY ISSUED BULLETINS

LOCATION PREFERENCE SHEET

- ☐ 1606 CALIFORNIA STATE PRISON,
CORCORAN
P.O. BOX 8800
4001 King Avenue
Corcoran, CA 93212-8309
- ☐ 3902 DEWITT NELSON YOUTH
CORRECTIONAL FACILITY
P.O. BOX 213003
7650 South Newcastle

Please attach the Location Preference Sheet to your Examination Application (STD 678.)